

## **INSTRUCTIONS FOR COLLECTING A STOOL SPECIMEN TO BE TESTED AT THE WYOMING PUBLIC HEALTH LABORATORY**

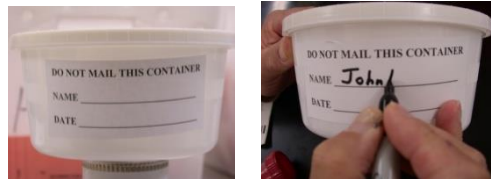
THIS COLLECTION KIT AND INSTRUCTIONS ARE PROVIDED TO HEALTH CARE & PUBLIC HEALTH STAFF FOR ENSURING PROPER OVERSIGHT OF COLLECTION OF STOOL SPECIMENS BY PATIENTS.

### **PLEASE ENSURE THE PATIENT FOLLOWS THE STEPS AS OUTLINED BELOW:**

STEP 1: FOR VIRAL SPECIMENS TAKE THE POLAR PACK AND PLACE IT IN YOUR FREEZER SO THAT IT WILL BE FROZEN WHEN NEEDED.



STEP 2: THE NAME AND DATE ARE ON THE WHITE MAILING LABEL PROVIDED AND FIXED ON THE SIDE OF THE BOWL.



STEP 3: PLACE THE COLLECTION BOWL INTO THE FLAT HOLDER AS SHOWN



STEP 4: LIFT THE TOILET SEAT UP



**STEP 5:** PLACE THE COLLECTION UNIT ON THE TOILET RIM TOWARD THE BACK-CENTER AS SHOWN. PLACING IT AT THE BACK IS TO MAKE IT EASIER TO COLLECT THE STOOL.



**STEP 6:** LOWER THE TOILET SEAT TO HOLD THE COLLECTION UNIT AND USE THE TOILET AS NORMAL AND ALLOW THE STOOL SAMPLE TO COLLECT IN THE CONTAINER. DO NOT ALLOW URINE OR WATER TO MIX WITH THE SPECIMEN.



**STEP 7:** PUT ON GLOVES PROVIDED AND REMOVE THE BOWL FROM THE COLLECTION UNIT.



**STEP 8:** FIRMLY PUT THE LID ON THE BOWL.



STEP 9: USE TOILET PAPER TO WIPE OFF THE OUTSIDE OF THE BOWL CONTAINER.



STEP 10: PLACE THE FLAT HOLDER AND TOILET PAPER IN A PLASTIC OR PAPER SHOPPING BAG; THEN THROW IT IN THE GARBAGE.



STEP 11: PLACE THE BOWL IN BAG



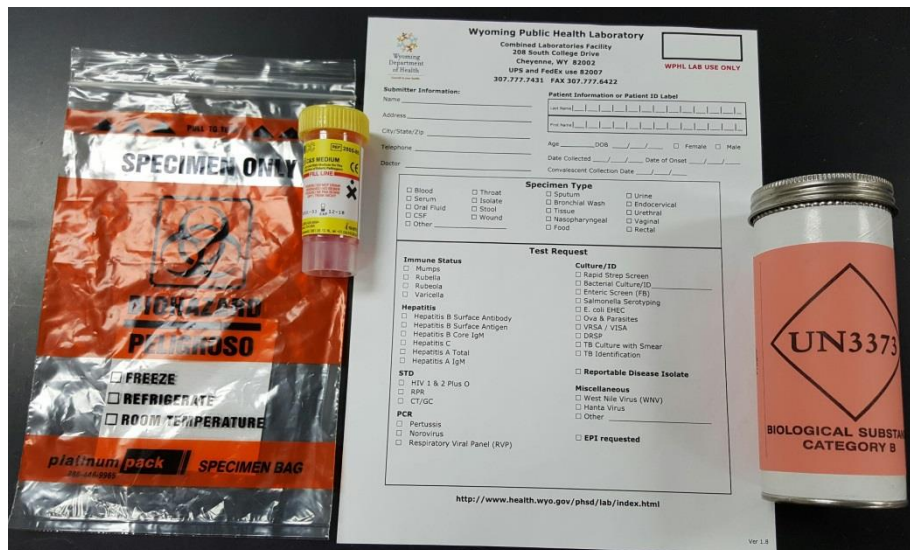
STEP 12: RETURN SPECIMEN TO HEALTH CARE WORKER.  
IF UNABLE TO RETURN SPECIMEN IMMEDIATELY REFRIGERATE AND  
RETURN AS SOON AS POSSIBLE.  
**THEN WASH YOUR HANDS!**



STEP 13: SPREAD A NEWSPAPER OR ABSORBENT PAPER OUT ON A LEVEL SURFACE. TAKE THE SPECIMEN BOWL, PLACE IT ON THE PAPER AND CAREFULLY REMOVE THE LID.



STEP 14: REMOVE CONTENTS FROM KIT TO TRANSFER SAMPLE.



STEP 15: USE THE SPOON IN THE LID OF THE VIAL LABELED C&S MEDIUM (CARY BLAIR MEDIUM (has pink liquid in it)) TO TRANSFER FORMED STOOL THE SIZE OF A WALNUT OR DIARRHEA OF SIMILAR VOLUME INTO THE VIAL. COLLECT PRIMARILY FROM AREAS THAT ARE SLIMY, WATERY OR BLOODY.

FILL THE VIAL UNTIL THE LIQUID REACHES THE FILL LINE ON THE LABEL.

DO NOT FILL  
OVER LINE



STEP 16: REPLACE THE LID ON THE VIALS TIGHTLY, AND ROTATE THE VIAL SEVERAL TIMES TO MIX THE SAMPLE WITH THE MEDIA. THEN PLACE THE VIAL INTO THE SHIPPING BAG.



STEP 17: PLACE ALL WASTE MATERIALS SUCH AS COLLECTION BOWL, PAPERS, ETC. INTO THE REMAINING CLEAR PLASTIC BAG. THEN FASTEN THE BAG. DISPOSE OF ALL WASTE INCLUDING GLOVES PROPERLY.



STEP 18: WASH YOUR HANDS!!!



STEP 19: NEXT, COMPLETE THE PATIENT INFORMATION BY FILLING OUT THE LABORATORY REQUISITION FORM PROVIDED.

 A photograph of a laboratory requisition form from the Wyoming Public Health Laboratory. The form includes sections for 'PATIENT INFORMATION', 'SPECIMEN INFORMATION', and 'TEST REQUEST'. It has checkboxes for various tests and a section for 'LABORATORY USE ONLY'.

**STEP 20:** PLACE THE SPECIMEN VIAL INTO THE INNER ALUMINUM MAILER.  
PLACE THE LABORATORY REQUISITION FORM OUTSIDE THE ALUMINUM MAILER AND INSIDE OF THE CARDBOARD MAILER.



**STEP 21:** IF THE SPECIMEN IS TO BE SHIPPED COLD, REMOVE THE FROZEN POLAR PACK FROM THE FREEZER AND PLACE IT IN THE BOTTOM OF THE CARDBOARD MAILING BOX. THEN PLACE THE DOUBLE MAILING CONTAINER ON TOP OF THE POLAR PACK. LASTLY CLOSE THE LID OF THE BOX.

#### **COLD SHIPMENT**



#### **AMBIENT TEMP SHIPMENT**



**STEP 22:** MAIL OR PROVIDE SPECIMEN TO THE COURIER FOR THE PUBLIC HEALTH LABORATORY. IF DELIVERY IS DELAYED, KEEP THE SPECIMEN COOL.

**Mail to:**

**Wyoming Public Health Laboratory  
Combined Laboratory Facility  
Microbiology Section  
208 South College Drive  
Cheyenne, WY 82007**

**IF YOU HAVE ANY QUESTIONS, PLEASE CALL THE WYOMING PUBLIC HEALTH  
LABORATORY- MICROBIOLOGY SECTION**

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